CourseCompass™

Accessing Your MySkillsLab™ 2.0 CourseCompass Course

Go online to register and log in at:

www.myskillslab.com

Copyright © 2005 by Pearson Education, Inc. Publishing as Pearson Longman. All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

ISBN: 0-321-329791; 0-321-32978-3

CourseCompass and MySkillsLab, and Research Navigator are trademarks of Pearson Education, Inc.

Adobe and Adobe Reader are registered trademarks of Adobe Systems Incorporated. America Online and AOL are registered trademarks of America Online, Inc. Macromedia and Flash are trademarks or registered trademarks of Macromedia, Inc. Microsoft and Internet Explorer are registered trademarks of Microsoft Corporation.

Welcome to MySkillsLab 2.0 and CourseCompass™

Your instructor has prepared a MySkillsLab course delivered in a Web-based course system called CourseCompass™. To access this course, you must first register online. After you register, you can log in anytime, anywhere.

For this information	See page
① Registering online	1
② Logging into CourseCompass	7
③ Accessing your online course	8
④ Viewing course contents	9
⑤ Getting more information	10
⑥ Logging out of CourseCompass	11
⑦ Enrolling in another course	12

① Registering online

What you need

To register online, you'll need a computer running Windows® that has an Internet connection and a web browser such as Internet Explorer®. You will also need the following items:

☐ **Valid email address**

If you do not have one yet, contact your school's technology center or set up a free account on a website that offers this service.

Write your email address here: _____

Your email address may look like this: *yourname@yourschool.edu*

☐ **Course ID**

Contact your instructor to get the CourseCompass Course ID. Because each instructor's online course is unique, you need a specific Course ID to access the right course.

Write the Course ID here: _____

A Course ID looks like this: Lee54637

☐ **Student Access Code**

This is a six "word" printed code supplied beneath the pull-tab inside your MySkillsLab Student Starter Kit.

Access codes are non-transferable and look like this:
NANTW-CINCH-PAPER-BLASE-PENCH-WARMD

Each code is valid for a single registration. If you don't have an unused code:

- You can purchase access online using a credit card. For more information, see the "Purchase access online" note on page 3.
- Or, you may be able to purchase a new standalone Student Starter Kit from your campus bookstore.

About registering online

You can register by simply going to www.myskillslab.com....	Click the Register button for students and then follow the on-screen instructions to register for CourseCompass. Instructions are also provided below; your experience may vary slightly.
If your online registration session is interrupted for any reason...	You can always go back and restart. • Your student access code is valid until you complete the process successfully. • For online purchase, your credit card is not charged until you complete registration.
If you ever need to change any information during registration...	Navigate to the desired page and make your edits. Note *To edit account information (such as your email address) after you register, log into CourseCompass and click the Personal Information link on the My CourseCompass page.*
When you register, you both...	• Create a student account (or identify an existing account from a previous registration) • Enroll in an online CourseCompass course

To register

Note *If you have ever registered and enrolled for a course in CourseCompass before, check the "⑦ Enrolling in another course" section on page 12 for information that may apply to you.*

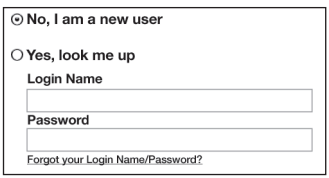
- Go to **www.myskillslab.com**.
- Click the **Register** button for students.
- Select **Register for MySkillsLab in Course Compass** to register using the student access code located inside the front cover of the student access kit.

  -OR-

  Purchase access online: Students who do not have a student access code can use an American Express, MasterCard or VISA card to register and enroll in an online CourseCompass course. In this case, click the link to purchase online access and follow the on-screen instructions. Your registration path will differ from the instructions in this booklet. The cost for access varies, depending on the course materials.

Do you have a Pearson Education account?

- If so, click ***Yes,* look me up**. Type your existing login name (or User ID) and password that you have used for other online course materials or websites that accompanied a textbook published by a Pearson Education company, whether Addison-Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall.
- If not, leave ***No,* I am a new user** selected. You will create a login name and password later in this process.



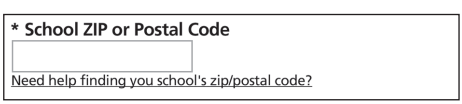
Access Code

- Pull back the tab on the inside front cover of the student access kit to reveal your student access code.
- Type your six "word" student access code, one word in each box. Don't type the dashes.

Note *Once you enroll in this online course, you will not need this access code any longer.*

School Location

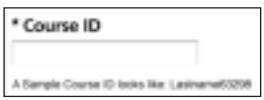
- Entering your school's zip or postal code helps create a list of schools in your area for you to choose from in a later registration step.



- Select the country where your school is located.
- Click Next ▶

Course ID

- Type your instructor's CourseCompass Course ID in the **Course ID** box. If you haven't received the Course ID yet, contact your instructor to get it.



- Click Next ▶

  The name of the course materials that match the Course ID display once this information is processed.

Personal Information

- Enter your personal information (if the boxes are prefilled on this page, check that the information is current):
  - Your name.
  - A valid email address that you check on a regular basis.

Note *Your registration confirmation and other important information will be sent to the email address you provide.*

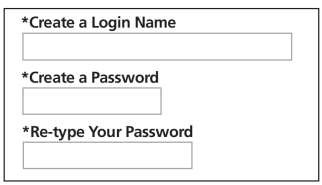
School Information

- Provide your school name and location information for all fields marked with a red asterisk.

  If a dropdown list is available for **School Name** and your school is not on the list: Scroll to the bottom of the list and select ***Other***. Then complete the rest of the needed school information.

Login Name and Password

➢ Enter your desired login name and password. Choose something you can remember but you don't think anyone else would request. You many want to use your email address as your login name.



Note *Do not use blank spaces. Once you are registered, you will receive an email confirming your login name and password.*

Security Question

➢ Select a security question and enter the answer.

License Agreement and Privacy Policy

➢ Click license agreement and privacy policy to read this information.

➢ Click Next ▶ (only once!) to submit your registration for processing, which will take just a few moments.

Note *If the login name or password you specified is already in use, you will need to enter another one. Login name/password combinations must be unique.*

Confirmation & Summary

A confirmation page informs you that your student registration and enrollment in your instructor's course is complete, and that you will receive a confirmation email.

➢ (Optional) Print the Confirmation & Summary page to keep a record of this information.

You can now log into CourseCompass to access your online course.

- *To log in now,* click Log In Now ▶ . Then provide the login name and password from this registration.
- *To log in later,* see "②Logging into CourseCompass" on page 7.

② Logging into CourseCompass

Once you successfully register as a student and enroll in your instructor's MySkillsLab course, you can log into CourseCompass.

- Instructors set the end date for any online CourseCompass course they are teaching with. You can continue to log into the course as long as its end date has not passed.
- If you are enrolled in at least one active online course, you will still be able to log into CourseCompass.

AOL Users *cannot access CourseCompass using the America Online® browser. However, you can log into AOL®, minimize the AOL browser, and then launch Internet Explorer or any supported browser) separately to access CourseCompass.*

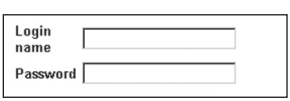
To log in:

➢ Go to **www.myskillslab.com**.

Tip *Consider adding this location as a favorite or bookmark to your browser, making it easier for you to return to.*

➢ Click the **Log In** button for students and select **Log In to MySkillsLab for Course Compass.**

➢ On the Log In page that appears, type the login name and password from your registration and click **Log In**.



Note *If you ever forget your login name or password, click the Forgot your login name/password? link on the Log In page.*

③ Accessing your online course

After you log in to CourseCompass, your personalized My CourseCompass page appears.

To enter your course:

➢ Click the course name on the far left under **Courses you are taking**.

If you are enrolled in any additional active CourseCompass courses, they will all be listed here. Click the link for the course you want to enter. If you are not sure what the name of your course is, ask your instructor.

④ Viewing course contents

Once you enter the course, you can begin reviewing its contents.

Take a few minutes to explore your course:

- Click any of the **navigation buttons** on the left to get a view of the general course organization.
- Your instructor will advise you where to locate items required to complete your course work, such as tests.

Your instructor can modify the course organization and content at any time, for example, to add an announcement or make a test available on a certain date.

Plug-ins and players: *To view or work with some course content you need to install a specific plug-in or player to your web browser. To download all necessary plug-ins, click the Browser Tuneup link from the course Announcements page.*

⑤ Getting more information

"How to" information:

- **Student Help**
  For comprehensive information while working in CourseCompass, click ⓘ **Help** in the top right of any CourseCompass page.

  CourseCompass Student Help opens in a separate browser window so you can search and read the Help as you work in CourseCompass. For example, if you need help working with tests in CourseCompass, click the Index tab in the Help window and enter *tests* in the top box. Help topics for test-taking in CourseCompass appear.

  Tip *You may want to leave the online Help window open as you work in CourseCompass to quickly and easily find information you need.*

- **How Do I?**
  For guidance on common tasks, such as how to submit an assignment online, check out the How Do I? topics. To view these, click the How Do I? link on the My CourseCompass page.

- **MySkillsLab Student Starter Kit**
  Using Adobe® Reader,® you can view online, download, or print this guide. To access this guide, click the **Using MyCompLab in CourseCompass** link on the MyCompLab homepage at www.myskillslab.com.

Contacting Product Support:

If you ever have an issue in CourseCompass that you cannot resolve easily, fill out the online Product Support form. To access the form, click the Product Support form link in the Support box on the My CourseCompass page.

⑥ Logging out of CourseCompass

Click *Logout* to end your CourseCompass session

Note *Avoid just closing the browser window (especially in a computer lab environment) because this may not end your personal CourseCompass session.*

⑦ Enrolling in another course

After registering for your MySkillsLab course, enrolling in another CourseCompass course is faster. By providing your established login name and password, your existing student account information will be prefilled and you can skip a few steps.

- Review the following sections to determine which scenario may apply to your next course enrollment.
- Whichever method you choose, you will be asked to provide the Course ID for the new course. Get this from your instructor.

Enrolling in a new course after the first time

You can enroll in a new course by using either the instructions below or those provided in the "To register" section on page 3.

To enroll in another course:

1. Log into CourseCompass using your login name and password. (As long as you are enrolled in at least one active CourseCompass course, you can continue to log into CourseCompass. Instructors control course end dates.)

   If you cannot log into CourseCompass because you are no longer enrolled in any active course:

   a. Click Account Summary from the Log In page. This link appears as part of the red text message informing you that you cannot log in because your access has expired.

   b. Re-enter your login name and password to verify your identity and click **Log In**.

   c. Follow steps 5 through 7 below.

2. Click **Enroll in a New Course** from the My CourseCompass page.
3. Click **Continue**.
4. Re-enter your password to verify your identity.
5. Click **Enroll in a New Course**.

6. Enter the Course ID your instructor provided for the new course.
7. Complete the enrollment process by following the on-screen instructions.

Enrolling in another course based on the same textbook

You do not need a new student access code (or to purchase access online) if you are enrolling in another course based on the SAME textbook, including its edition. This applies to the following situations:

- You are switching to a different section of the same course
- You are retaking a course you did not successfully complete
- You are enrolling in the next semester of a course that is taught over multiple semesters

In any of these cases, complete the instructions in the "Enrolling in a new course after the first time" section on page 12.

Important *This type of course enrollment requires you to provide the same login name and password that you used to access the original course.*

If uncertain whether this enrollment path applies to you, check with your instructor. Your instructor can verify whether the CourseCompass course you want to enroll in now was created with the same course materials (required for this type of enrollment).

Welcome to MySkillsLab 2.0!

Your professor has chosen to include MySkillsLab in your required learning materials for your course. MySkillsLab is an innovative and fun multimedia resource to help you learn your course material quickly and easily.

MySkillsLab is the only online resource you need to develop your reading and writing skills. Here you can sharpen your writing skills using Writing Voyage and improve your reading skills with Reading Roadtrip. You will also find help with vocabulary, study skills, and research, and have access to a bank of thousands of grammar exercises. MySkillsLab offers the best online resources for developing readers and writers, all in one easy-to-use site.

Navigation

Navigation within your MySkillsLab course is easy. Use the buttons on the left side of your screen to enter the various areas of MySkillsLab.

Plug-Ins for Multimedia

MySKillsLab requires users to undergo a one-time-only software installation process. The Announcements page features the *MySkillsLab Browser Tune-up,* which will walk you through the software required to successfully view MySkillsLab.

Note You must install all plug-ins before exploring your MySkillsLab course.

MySkillsLab 2.0 Resources

Reading Diagnostics

For Reading Road Trip 4.O level placement

Are you a Traveler or an Explorer? Perhaps you're even an Adventurer! Find out your reading-level by taking this twenty-four question diagnostic, which will test six different levels of proficiency in reading:

- Vocabulary in Context
- Main Idea / Supporting Idea
- Author's Purpose and Tone
- Inferences
- Critical Thinking
- Study Skills

Not only will you learn your strengths and weaknesses by taking this test, but you will also find out if you're a Traveler (beginner level), Explorer (intermediate level), or Adventurer (advanced level). Afterwards, you'll be able to use this information to start your own Reading Road Trip. Good luck, and have fun!

Reading Road Trip 4.0

With the Reading Road Trip activities you can take a tour of sixteen cities and landmarks throughout the United States, with each of the sixteen modules corresponding to a reading or study skill.

The topics include

- main idea,
- vocabulary,
- understanding patterns of organization,
- thinking critically,
- reading rate,
- note-taking and highlighting,
- graphics and visual aids, and more.

Also, if you need to determine your reading skill level, you should begin your road-trip by taking a diagnostic that will provide you with immediate feedback, which will then guide you to specific lessons for additional help. To take the reading-level test now, click the link marked "Diagnostics," which is located on the navigation bar on the left-hand side of your screen.

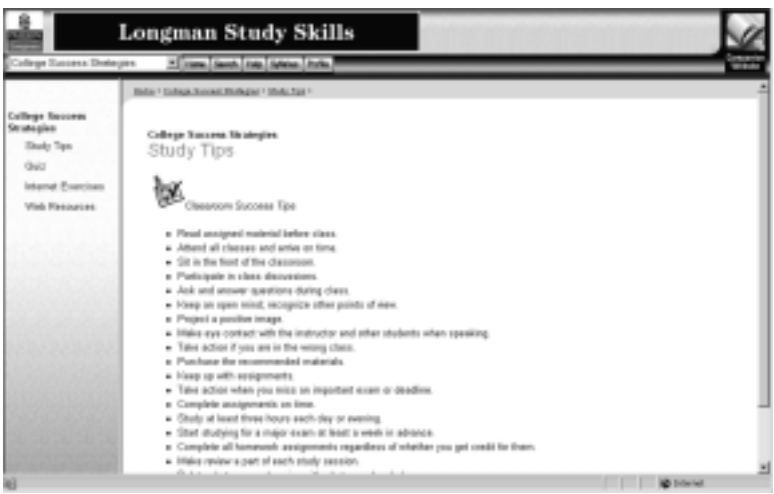
Vocabulary

Here you will find over 2500 practice words in 10 different topics including word parts, dictionary exercises, using context clues, synonyms, antonyms, homonyms, easily confused words, academic vocabulary, and campus vocabulary, as well as links to web resources, and flashcards.

The Longman Vocabulary Website
Dictionary Exercises
Introduction
Beginner
Intermediate
Advanced
Dictionary Exercises
Introduction
This section will help you review and strengthen your knowledge of the dictionary. The exercises are grouped into beginner, intermediate, and advanced levels. Determine your level of knowledge and then select an exercise from the links below.
If you need a review of these topics before you begin, click here.
Dictionary Exercises
Beginner
1 2 3 4 5 6 7 8 9 10
Intermediate
1 2 3 4 5 6 7 8 9 10
Advanced
1 2 3 4 5 6 7 8 9 10

Longman Study Skills

Here you will find study tips, quizzes, internet exercises, and web resources in topics ranging from college success strategies, communication skills, study strategies, reading college textbooks, and note-taking to time management and life skills, managing stress, critical thinking, learning and memory, vocabulary, preparing and taking exams, reading rate and more.



Research Navigator

Pearson's Research Navigator offers you a wide array of resources—it may quickly become your favorite destination within MySkillsLab. Complete with extensive help with the research process and four rich databases of credible, reliable source material, Research Navigator helps you make the most efficient use of your research time. From Research Navigator's homepage, you can easily access the four exclusive databases: The EBSCO Academic Journal and Abstract Database, organized by subject, which comprises 50-100 of the leading journals in virtually every academic discipline; The New York Times Search by Subject Archive; Link Library, organized by subject, which offers editorially selected "Best of the Web" sites; The Financial Times Archive, searchable by topic, provides access to the most current financial data and economic writing. Research Navigator also offers extensive help with the research process and over 30 discipline-specific library guide.

Research Navigator.com
RESOURCES FOR COLLEGE RESEARCH ASSIGNMENTS
The Research Process
Finding Sources
Using Your Library
Start Writing
End Notes & Bibliography
You Are Logged In
Welcome
• Edit your profile
• Log out
Additional Resources
• About Research Navigator
• Take a Tour
• Help: A Guide for Instructors
• Help: A Guide for Students
• Technical Support
• Feedback
• Our Publishers
Pearson's Research Navigator™ is the easiest way for students to start a research assignment or research paper. Complete with extensive help on the research process and four exclusive databases of credible and reliable source material including the EBSCO Academic Journal and Abstract Database, New York Times Search by Subject Archive, "Best of the Web" Link Library, and Financial Times Article Archive and Company Financials, Research Navigator helps students quickly and efficiently make the most of their research time.
The Research Process
Don't have time to register now? Get started on your research assignment anyway by reviewing the steps in the research process below.
Overview of the Research Process
Go
Finding Sources
EBSCO's ContentSelect
Exclusive to instructors and students using Pearson Education textbooks, the ContentSelect Research Database gives students instant access to thousands of academic journals and periodicals from any computer with an Internet connection!
Search by Keyword
You must select a database to search. To select multiple databases, hold down the alt or command key.
Anthropology
The New York Times ON THE WEB
Archive of New York Times articles from January 1, 2003.
Search by Keyword and Subject
To select multiple subjects, hold down the alt or command key.
Subject: All
Subject: Accounting
Subject: Advertising
Subject: Advanced Studies
Enter Keyword
Go
FT.com

Writing Diagnostics

Take this forty-question writing diagnostic to find out on which level to begin your Writing Voyage. If you already know your level (Sentence; Sentence to Paragraph; Paragraph to Essay), then you can take a level-specific diagnostic to discover your strengths and weaknesses in writing.

Writing Voyage

With Writing Voyage you can begin your journey around the world, with stops in Ireland, South Africa, India, and Japan, and ten other fascinating locations.

Depending on your writing skill level, you may begin your own Writing Voyage scuba-diving off the coast of Cuba and end up checking out the architecture of St. Petersburg, Russia; or you may begin by sampling Spanish food and wind up hearing about the history of Cape Town, South Africa.

If this is your first visit, or if you are uncertain where you should begin—of what your writing skill level is, then take the Writing Voyage diagnostic. This simple, forty-question test can tell you if you should begin working with

- Sentences (Level 1)
- Sentences and Paragraphs (Level 2), or
- Paragraphs and Essays (Level 3).

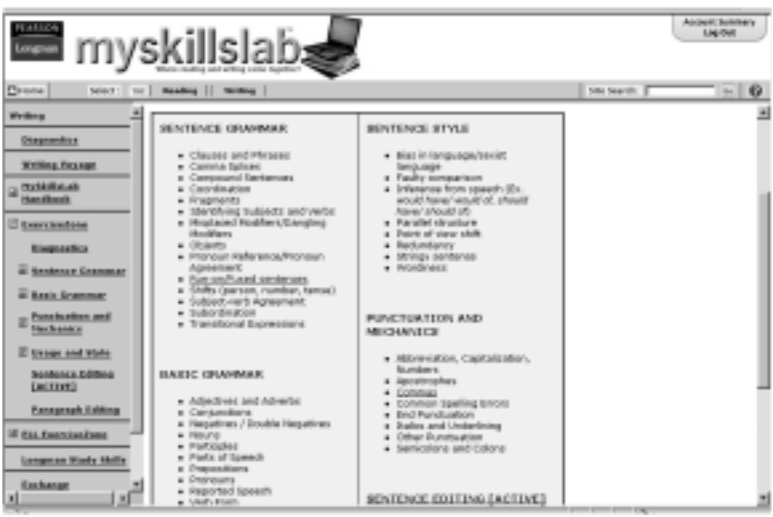
Regardless of your level, each segment of your trip will take you through all of the phases of the writing process—pre-writing, writing, revising, or editing—and each and every lesson you learn along the way will contain numerous ideas to absorb and exercises for practice. Bon voyage!

MySkillsLab Handbook

Use this online handbook to find key explanations of the most-common problems areas in grammar, mechanics, and usage.

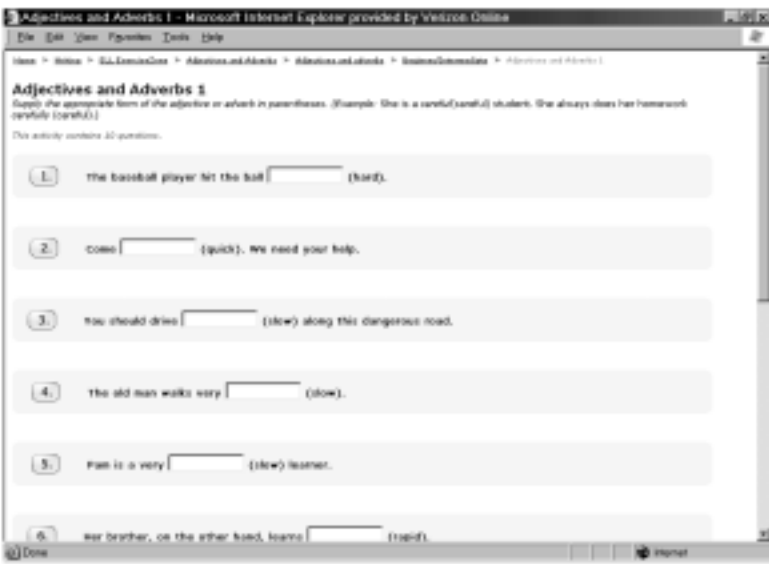
ExerciseZone

ExerciseZone includes thousands of practice items organized into 10-question practice sets on over 50 topics. Pick from Sentence Grammar, Basic Grammar, Punctuation and Mechanics, or Usage and Style topics, or choose to do Sentence Editing or Paragraph Editing exercises. Most practice sets in ExerciseZone provide contextualized sentences, and most content in ExerciseZone is adapted from college-level textbooks to provide authentic practice with appropriate level language and usage. Results pages will give you question-by-question feedback and provide options to read more about the topic in an online handbook or practice more with other practice sets. Results can also be e-mailed to your instructor.



ESL ExerciseZone

This bank of over 1000 items is designed especially to help college and university students whose first language is not English, or who have grown up in homes where a language other than English is spoken. The items are adapted from a classic worktext for English language learners published by the Longman ELT division. For practice, simply click on a topic in the left navigation bar.


Adjectives and Adverbs 1
1. The baseball player hit the ball (hard).
2. come (quick). We need your help.
3. You should drive (slow) along this dangerous road.
4. The old man walks very (slow).
5. Pam is a very (slow) learner.

Exchange

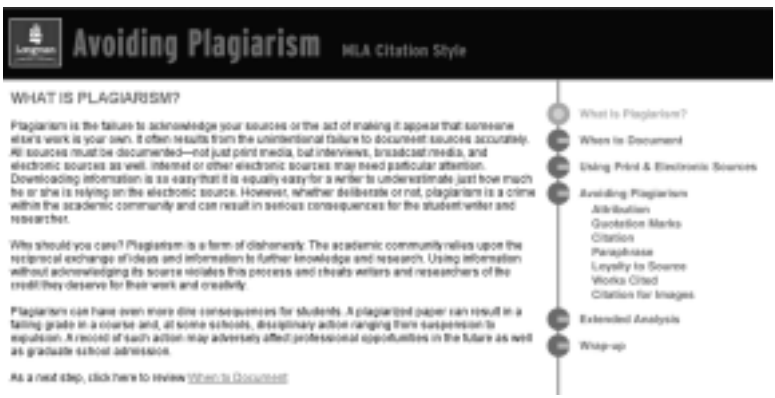
Exchange is Pearson's new program that helps professors and students exchange comments on students' writing. Students can comment on each other's papers online and instructors can review and grade papers online.

Students: To get started you need to receive an Exchange Course ID from your instructor.

Avoiding Plagiarism

Perhaps the most popular section of MySkillsLab is this set of interactive tutorials that address the most troublesome aspect of college writing today—differentiating between your own words and those of others, and using (and documenting) sources responsibly. Avoiding Plagiarism addresses both MLA and APA styles.

Students: To get started you need to receive an Exchange Course ID from your instructor.


Avoiding Plagiarism
MLA Citation Style
WHAT IS PLAGIARISM?
Plagiarism is the failure to acknowledge your sources or the act of making it appear that someone else's work is your own. It often results from the unintentional failure to document sources accurately. All sources must be documented—not just print media, but interviews, broadcast media, and electronic sources as well. Internet or other electronic sources may need particular attention. Downloading information is so easy that it is equally easy for a writer to underestimate just how much he or she is relying on the electronic source. However, whether deliberate or not, plagiarism is a crime within the academic community and can result in serious consequences for the student writer and researcher.
Why should you care? Plagiarism is a form of dishonesty. The academic community relies upon the reciprocal exchange of ideas and information to further knowledge and research. Using information without acknowledging its source violates this process and cheats writers and researchers of the credit they deserve for their work and creativity.
Plagiarism can have even more dire consequences for students. A plagiarized paper can result in a failing grade in a course and, at some schools, disciplinary action ranging from suspension to expulsion. A record of such action may adversely affect professional opportunities in the future as well as graduate school admission.
As a next step, click here to review When to Document
What Is Plagiarism?
When to Document
Using Print & Electronic Sources
Avoiding Plagiarism
Attribution
Quotation Marks
Citation
Paraphrase
Loyalty to Source
Works Cited
Citation for Images
Extended Analysis
Wrap-up

Tutor Center

The Tutor Center provides help using the features of this course as well as non-editing help with reviewing papers for organization, flow, argument, and consistent grammar errors.

The Tutor Center
Home
Interactive Web
Career Center
Tutors
Student Information
Instructor Information
Registration
Hours
Disciplines:
Discipline list:
Fall/Spring Hours:
Sun-Thur
Eastern: 5 PM - 12 AM
Call: toll-free 1.888.777.0463
See Full Schedule
Phones:
Students: Call toll-free
1.888.777.0463
Fax:
Fax questions to 1.877.262.9774
eMail:
email questions to tutor@aw.com
What Is The English Tutor Center?
Longman
The English Tutor Center is a service of Addison Wesley Higher Education, a division of Pearson Education.
Students can receive assistance by phone, fax, email, or interactive web. In any combination of these four ways, students can contact the service three times per night.
The Tutor Center
By Phone: Students are limited to 15 minutes per call.
By Fax: Students are limited to 2 questions per fax.
By Email: Students are limited to 2 questions per email.
By Interactive Web: Students please call the Center and make an appointment, for an immediate or future time (depending on availability). The tutoring session will be limited to 15 minutes after orientation to the software.
For the English Tutoring Service, students receive feedback on global and sentence-level revision for their essays. Additionally, the tutor will help students with their English handbooks to improve their writing skills.
>> How to Purchase The Tutor Center?
Click here to find out how to purchase The Tutor Center.
Search for textbooks supported by The Tutor Center:
Author
Search
Reset

Exchange is Longman's online peer review program, where your instructor can set up opportunities for you and your classmates to review and comment on one another's papers. Please note that *Exchange* is available to you **only** if your instructor chooses to set up your course in it and gives you an *Exchange* Course ID

When you select ***Exchange***, a new window opens in your browser for you to use *Exchange*.

1. Using the Student Homepage

The Student Homepage is your homepage for *Exchange*. When you are doing work for a course, you will probably pass through this page quickly on your way to the individual course page. But you can do several important things here:

- Join a course
- Access course materials hyperlinkcoursetitle
- Delete a course
- Get help
- Read the *Exchange* manual
- Update your *Exchange* Profile

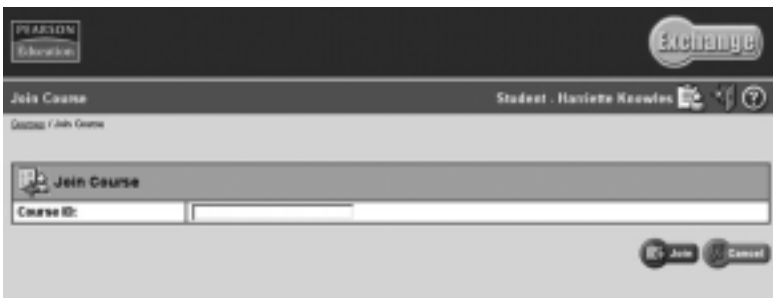
  Click on this icon to **update** information you entered when you registered.
- Log Out

  Click on this icon to **end your session**.

Joining a course

If this is your first time using the program, follow the on-screen instructions asking you to click on this icon to **Join a Course**.

When you click on the icon, a new screen will appear asking you to type in an *Exchange* **Course ID**.



If your instructor has already given you his or her *Exchange* Course ID, then type it in. If you don't have an *Exchange* Course ID yet, you will need to ask your instructor for it so you can get access to *Exchange*'s many resources. Please note: the *Exchange* Course ID is case sensitive. Be sure to type it in exactly as it was given to you.

Once you have typed in the *Exchange* Course ID, click on the Join icon. This will take you back to your homepage, where the course title will now appear in the "Course Title" column.

Accessing course materials

The course titles are active links. **Click on a title** to get access to the course materials and links.

WATCH OUT! If you click on this icon instead of a course title, you will be on the way to deleting a course from your *Exchange* homepage, and any papers you have submitted will be deleted too. Fortunately, a screen will appear asking if you really want to delete the course. Click on "Cancel" unless you really want to go ahead with the process.

Deleting a course

When you have completed a course, you may wish to delete it from your screen. To delete, click on the **Delete Course** icon on the left side of the page. Each course listed will have a separate Delete Course icon. Before you delete, however, we strongly recommend that you archive your papers. Unless you have stored copies elsewhere (on a disk, hard drive, in printed form, or in archived versions), you will have no copies of your work once you delete the course.

Getting help

To access a user's manual online:

Click on this icon to access an online version of the "How to Use *Exchange*" manual.

To find location-specific advice:

Click on this icon for the location-specific Help window. You will find this icon on every page in the site; click on it for information relevant to the particular page.

2. Using the Course Homepage

After you click a course's title on your homepage, the course's own homepage appears. The real work for your course starts here. Each **Course Homepage** gives you access to announcements, assignments, and due dates for the course, helping you keep track of work completed and tasks you still need to complete.

The **Course Homepage** is also where you do two important things: 1) upload (submit) an assignment and 2) review and add comments to a paper/read reviewer's comments on your papers.

Reading an instructor announcement

When your instructor sends an announcement to the class, a notice will appear at the top of the course homepage in the Announcements section.

To read an announcement, click on the **View all announcements** hyperlink. Here you will be able to see the full text of your instructor's message and any older announcements. Announcements appear in newest-to-oldest order (reverse chronological order).

Viewing a sample assignment

Some instructors may want to post a sample assignment that shows a paper that has been peer reviewed. If your instructor has chosen this option, a link to the assignment will appear in the Sample Assignment section.

Viewing your assignments

For details of a paper assignment—especially content, goals, and due date—look for the **My Assignments** section of the course homepage.

Each assignment will have a number; click on it for details. The **Assignment Detail** screen will appear, telling you the number of the assignment and providing detailed instructions. The screen also provides important deadlines: the date by which you need to make a file of your paper available on the site (**Upload Date Due**) and the date by which you need to complete reviews of your peers' papers (**Review Due Date**).

Identifying papers you need to review

The **Reviews Due** section of the course homepage tells you which papers have been uploaded for you to review, the date when your review is due, who wrote the paper, and the paper title.

Clicking on the **Review Paper** icon in this section allows you to see the paper and to add your comments. (See the Reviewing a Paper Section below for instructions on how to add your comments to the paper.) If other students have already commented on the paper, and your instructor has chosen the options that let you see these comments, you will see them here. Once you have completed your review, the assignment will be moved from this section to the Reviews Completed section.

Reading comments on your paper

The **Assignments Completed** section of the course homepage provides a record of the paper assignments you have completed, the date you submitted (uploaded) them, the titles, the date by which your peers' reviews are due, practice test scores, paper grades, and comments.

To see the comments others have made on your paper, click on the Review Paper icon. Note: Reviewer comments are color coded so that you can identify which reviewer made which comment. If your instructor decided that your peers' reviews should be anonymous, you will see the word "reviewer" displayed instead of individual names.

Viewing your completed reviews

The **Reviews Completed** section of the course homepage provides a record of the reviews you have completed. To see your review, click on the **Review Paper** icon. If your instructor has chosen the options that let you see the reviews by other students and the instructor, you will see them here.

Moving around quickly on the Course Homepage

Click the hyperlinks above each section to move quickly from section to section of the Course Homepage.

3. Uploading (submitting) Your Paper

Preparing your paper

***Creating an* Exchange *folder*.** To limit the chances of uploading the wrong file, create a special folder on your hard drive, perhaps labeling it "Exchange" or a similar name. Keep all of your work in this folder.

Giving your files special labels. Creating a special folder for files to upload is a good start (see above). But it is still easy to confuse files within a folder, especially if you have multiple working and final drafts of an assignment. While you are working on your papers, keep them saved as .doc documents. Make sure your drafts have names that clearly identify them as working drafts (e.g., 03_Mar4_draft.doc). When your paper is final, choose a name like "assignment1.rtf" and save the file under this name just before you are ready to upload.

Saving your final papers in Rich Text Format. Before uploading a paper, you will need to save it in **Rich Text Format (.rtf)**. The resulting files should end with .rtf extensions rather than .doc or similar extensions. Rich Text Format preserves most text features such as boldface, italics, and underlining. More complicated features, such as tables, may not be preserved when the paper appears in the **Paper Review Tool** (see below), so you should review your paper carefully before completing the uploading process.

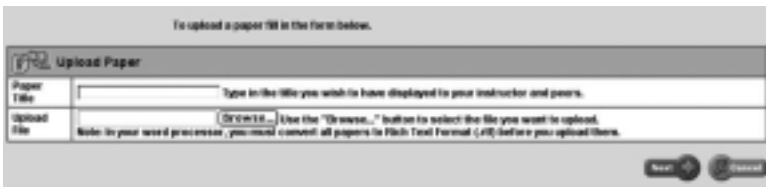
To save a file as .rtf, select the "save as" option from inside your word processor. Do not simply change the three-letter extension of the file name.

WATCH OUT! If you convert your paper into an .rtf file, then decide to revise further, your word processing program may reconvert it into a .doc file or some other format. Be sure to put it into .rtf format again before trying to upload.

Uploading your paper

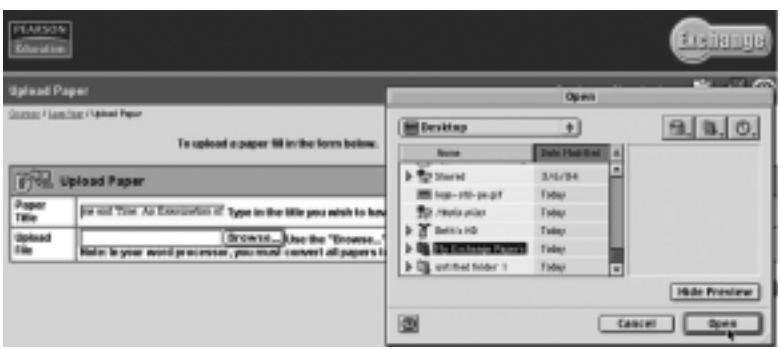
Uploading (submitting) **a paper** takes place on two screens. To get to the first screen, click on the Upload Paper icon in the **My Assignments** section on the **Course Homepage** next to the assignment for which the paper is due. The **Upload Paper** page will appear.

What should you type into the Paper Title box? The title you



choose for your paper will appear on the homepages of your instructor and your peers. Type this title into the Paper Title box, remembering that others will use it as a starting point and a guide when they read your essay

How should you fill in the Upload File box? It's easy to forget a filename and the location on a hard drive, and it is very easy to type the information inaccurately. To avoid these problems, click on the Browse button to locate your paper using the standard "choose" file or "open" interface your computer's operating system employs. Navigate through your folders to the location of the "file.rtf" you want to upload, highlight the file, and open it. The path to the file's location on your hard drive will fill in automatically.



Completing the uploading process

Click on the **Next** button on the **Upload Paper** screen to get to the second screen (**Paper Preview**) in the uploading process. This screen will display your paper as your instructor and peers will see it.

Look your paper over; decide if it is in the form you wish others to see. Your paper **cannot** be removed after you have uploaded it, so be sure to spend time on the preview screen to check your work. If you are satisfied with your paper, click **OK**. If you are not, click **Cancel**.

4. Paper Review Tool

Working in **Paper Review Tool,** you can do the following:

- Add, edit, and delete comments on a paper
- Export your paper along with comments on it to your hard drive
- Export someone else's paper (without comments) to your hard drive
- View the assignment
- View a checklist your instructor has created to guide peer reviews
- Read reviews
- Follow links to an online handbook

The Paper Review Tool allows you, your instructor, or your fellow students to add comments and annotations to a paper uploaded by a student. The Paper Review Tool is a Shockwave application.

Do you need to install Shockwave? To use the Paper Review Tool, you must have at least Shockwave Version 8 installed on your computer. If you need to install the program, follow the online instructions at http://sdc.shockwave.com/shockwave/download/

What are the three icons on the Paper Review Tool screen?

Export

Clicking on the Export icon allows you to **export your paper** to your hard drive along with peer or instructor comments. You can then continue to work on the paper or print it out. **Peers** can also click on the icon **to export your paper** to their hard drive (without comments) to print and read offline.

Assignment

Clicking on this icon gives you the **details of your assignment** as a reminder.

View Checklist

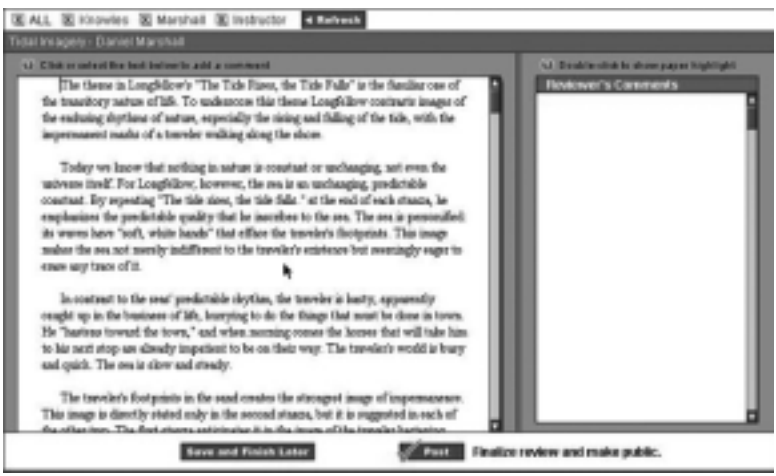
Clicking on this icon gives you the **checklist your instructor has attached** to guide peer reviews.

Reviewing a Paper

To review a paper and post your comments for the writer, for other students (if your instructor has selected this option), and for the instructor, you need first to **display the paper in the Paper Review Tool**.

To display a paper, simply click on the **Review Paper** icon to the left of the assignment number on your **Course Homepage**, in the **Reviews Due** section.

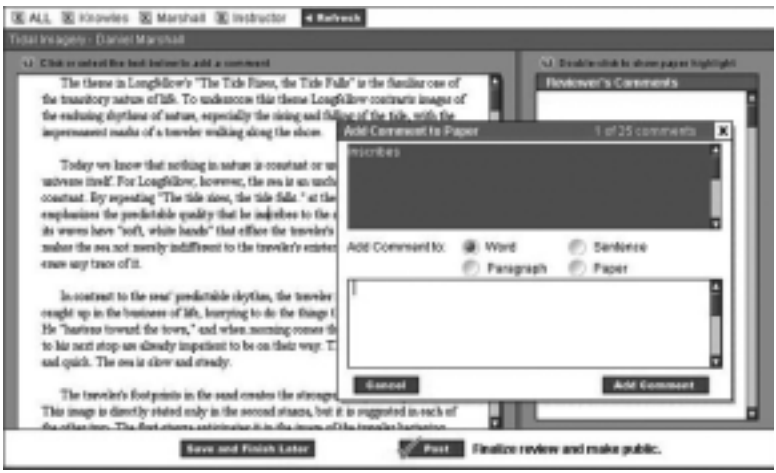
What will the paper look like on your screen? The paper for review will appear in a column on the left side of your screen. Your comments will appear in a column on the right side of the screen under the heading "Reviewer's Comments."



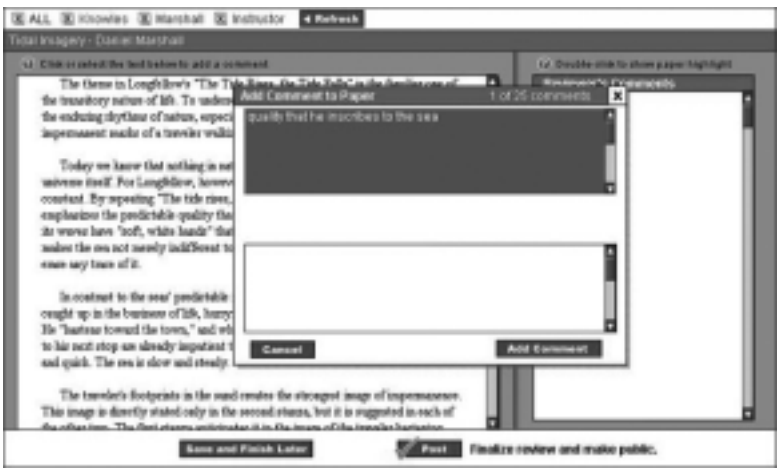
How do you indicate where to place a comment? You have two choices when you want to **place a comment**:

1. **Click on the paper itself** in the left-hand column.
2. **Highlight a portion of the paper** in the left-hand column.

If you **click on a single spot** on the paper, a pop-up box will appear with four buttons to choose from:



Clicking on the appropriate button will provide instructions for attaching your comment at a particular place—at the level of a word, sentence, or paragraph, or on the whole paper. If you **highlight part of a paper**, this indicates exactly where to attach your comment, so the pop-up box won't include the four buttons.



How do you add a comment? Type in your comment in the area provided in the pop-up box.

Click the appropriate buttons to do the following:

- **Add comment.** Add Comment Selecting the **Add Comment** button will place your comment in the right-hand column. DON'T WORRY. You can still delete or edit the comment until you post your review.
- **Cancel.** Cancel Click the **Cancel** button to delete your comment and close the "Add Comment" window.

Once you have made your comments, you have three choices:

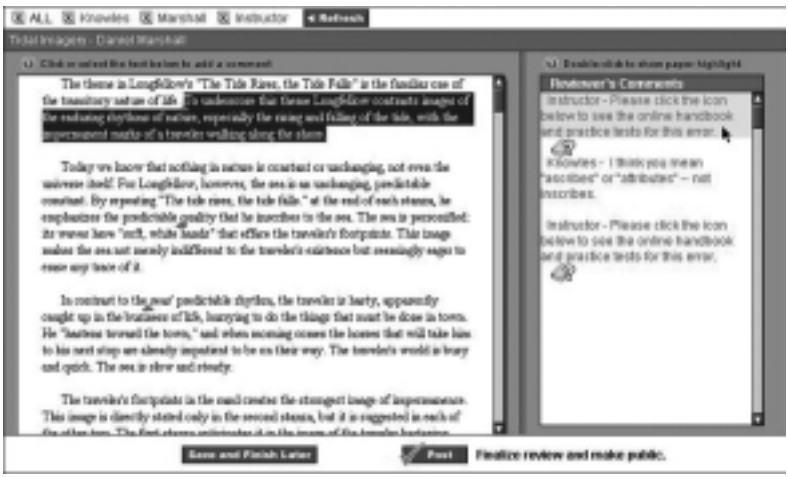
- **Edit Comment**. You can edit your comments any time until you post them. Click on the icon to bring up the "Add Comment" pop-up box then make your changes and click on **Edit Comment**.
- **Delete Comment**. To delete a comment any time until you have posted your final review, use the **Delete Comment** button. You will be asked whether you are sure you want to delete the comment. Select "Yes" or "No."
- **Save and Finish Later**. Save and Finish Later If you need to finish your review at another time, use the **Save and Finish Later** button to save your review-in-progress so you can work on it later.

Do you want to post your review? If you have finished your review, click on the **Post** button and confirm by clicking again. Why two clicks? Posting makes the review final and makes it available to your instructor, to the author, and to other students (if this option was selected by your instructor). Posting means you can no longer add to or edit your comments.

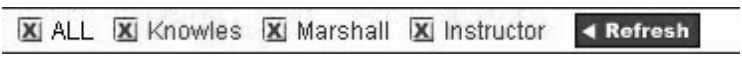
Before you post, however, your review is a draft. It will not be listed on your instructor's roster or any other students' homepage.

Reading Reviews

Do you want to read the comments on your paper? All comments made on a paper—by peers or your instructor—are displayed for you. To see them, go to the **Assignments Completed** section of the **Course Homepage** and click on the **Review Paper** icon. You will see the paper you uploaded with the comments your peers and instructor have added.



Above the paper you will see checkboxes next to reviewers' names (or numbers, if anonymous).



To see the reviews one at a time, de-select the boxes for the reviews you do not want to see, then click **Refresh** to update the screen to reflect your choices.

Some reviewer names (or numbers) may be in gray italics. This indicates that their reviews are visible only to the students who wrote them and to the instructor. Instructors may hide a review they feel violates the standards of civil discourse established at their institution.

What does the Handbook icon do? If you see the **Handbook** icon following a comment on a paper, this means that the comment refers to an issue that is dealt with in the online handbook provided with *Exchange*. If you click on the icon, you will be taken directly to a handbook entry that addresses the issue. Practice tests to help you master the subject are available at the bottom of the handbook screen

So, How Do You Use MySkillsLab 2.0 to Get a Better Grade?

- Following your instructor's syllabus, log on to your MySkillsLab course.
- Use the MySkillsLab 2.0 resources to help you complete any assignments that your professor may have given you.
- Use the Grammar practice exercises to hone your skills.

For Technical Support for MySkillsLab 2.0

If you need help with MySkillsLab, please contact TechSupport at 1-800-677-6337 (Monday–Friday, 9AM to 6PM EST).

Additional information, and a onscreen help is available at www.myskillslab.com.

ISBN: 0-321-329791; 0-321-32978-3